

**PROCEDURE AND LIST OF DOCUMENTS FOR OBTAINING AUTHORIZATION**  
**UNDER SOLID WASTE MANAGEMENT (SWM) RULES 2016**

**Procedure to be followed by Applicant to submit authorization application:**

1	The applicant should visit <a href="https://ocmms.tn.gov.in/OCMMS/">https://ocmms.tn.gov.in/OCMMS/</a> and register his/her industry
2	Post registration, applicant login with respective user credentials
3	Once logged in applicant can choose to apply for the authorization application (SWM).
4	The applicant can refer to the detailed user manual while filling the authorization application (SWM) – Refer screen shots for filling SWM application available under guideline tab in OCMMS home page
5	The documents to be uploaded along with application are mentioned in Annexure 1.
6	Once the documents are uploaded and details are filled, an authorization application number is generated.
7	The applicant no need to pay the fees through an online payment gateway for SWM i.e. there is no fees charged for authorization

**Procedure followed by TNPCB to process authorization application through the online system:**

The back end procedure followed by TNPCB is based on the risk based classification defined

**For SWM Application**

**Category of Industry: All Categories**

1	The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/AE for verification.
2	AEE/AE forwards application to DEE after verification.
3	If any discrepancy is noted in the observation DEE will return application to Industry for rectification
4	The industry will respond to observations raised by the DEE through the OCMMS portal

5	DEE forwards application to AEE/AE for verification. If any discrepancy is present, step (3) to (5) follows
6	AEE/AE forwards application to DEE for inspection of industry
7	The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ sms notification with date of scheduled inspection.
8	After conducting inspection, the AEE/AE will prepare an inspection report and forward it to DEE. The inspection report is to be uploaded within 48 hours of conducting inspection
9	The DEE will directly approve the application and application sent to AEE/AE for preparation of registration order.
10	AEE/AE prepares registration order and send it to DEE for approval
11	DEE approves authorization order and closes the application. The digitally signed copy of SW authorization is sent to industry online. An email/SMS alert is sent to the industry
12	The industry can log in to the OCMMS portal and download the digitally signed SWA and inspection report. The industry can monitor the status of application at any time through the portal.

## For SWM Application

### 1. Category of Industry: 17 Category

1	The application is received by the concerned District Environment Engineer (DEE). The DEE forwards the application to the concerned Joint Chief Environmental Engineer (Monitoring) - JCEE (M).
2	JCEE (M) forwards the application to Environmental Engineer (Monitoring) - EE (M) / Assistant Environmental Engineer (Monitoring) - AEE (M) for verification
3	EE (M) / AEE (M) after verification sends observations to JCEE (M).
4	If any discrepancy is noted in the observation JCEE (M) will return application to Industry for rectification
5	The industry will respond to observations raised by the JCEE (M) through the OCMMS portal.
6	The DEE receives the response from the industry and forwards the application to JCEE (M).
7	JCEE (M) forwards the application to EE (M) / AEE (M) for verification along

	with response sent by the industry to observations raised.
8	If found ok, application is sent by EE (M) / AEE (M) to JCEE (M) for inspection. If discrepancy continues step 4, 5, 6 and 7 will repeat
9	The JCEE (M) will notify the industry of date of inspection through the portal. The applicant will receive an email/ sms notification with date of scheduled inspection.
10	After conducting inspection, the JCEE (M) will prepare an inspection report and forward it to JCEE. The inspection report is to be uploaded within 48 hours of conducting inspection
11	JCEE forwards application to EE/AEE/AE for verification.
12	After verification of application by EE/AEE/AE, the application is sent back to JCEE with observations, if any.
13	If discrepancy noticed, JCEE can return the application to industry for rectification
14	The industry will respond to observations raised by the JCEE through the OCMMS portal.
15	The DEE receives the response from the industry and forwards the application to JCEE (M).
16	JCEE (M) forwards application to JCEE.
17	JCEE forwards application to AEE/AE/EE for verification
18	EE/AEE/AE after verification will send the application to JCEE with note
19	JCEE forwards application to MS for approval. After approval MS sends application to JCEE for preparation of authorization order
20	JCEE forwards application to EE/AEE/AE for preparation of authorization order
21	EE/AEE/AE after preparation of authorization order sends application to JCEE for approval
22	JCEE approves authorization order & closes the application. The digitally signed copy of authorization order is sent to industry online. An email/SMS alert is sent to the industry
23	The industry can log in to the OCMMS portal and download the digitally signed authorization order and inspection report. The industry can monitor the status of application at any time through the portal.

## 2. Category of Industry: Red Large and Red Medium

1	The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/AE for verification.
2	AEE/AE forwards application to DEE after verification.
3	If any discrepancy is noted in the observation DEE will return application to Industry for rectification
4	The industry will respond to observations raised by the DEE through the OCMMS portal.
5	DEE forwards application to AEE/AE for verification. If any discrepancy is present, step (3) to (5) follows
6	AEE/AE forwards application to DEE for inspection of industry
7	The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ sms notification with date of scheduled inspection.
8	After conducting inspection, the DEE will prepare an inspection report and forward it to JCEE. The inspection report is to be uploaded within 48 hours of conducting inspection.
9	JCEE forwards application to EE/AEE/AE for verification
10	EE/AEE/AE forwards the application to JCEE after verification with observations.
11	If any discrepancy is observed, application is returned to industry by JCEE.
12	The industry will respond to observations raised by the JCEE through the OCMMS portal
13	The response is received by the DEE who forwards the application to AEE/AE for verification
14	After verification AEE/AE forwards the application to DEE.
15	DEE will forward the application to JCEE.
16	JCEE forwards application to EE/AEE /AE for verification.
17	EE/AEE/AE after verification will send the application to JCEE with note
18	JCEE forwards application to MS for approval. After approval MS sends application to JCEE for preparation of authorisation order
19	JCEE forwards application to EE/AEE/AE for preparation of authorization order
20	EE/AEE/AE after preparation of authorization order sends application to JCEE for approval.
21	JCEE approves authorization order & closes the application. The digitally signed copy of authorisation order is sent to industry online. An email/SMS alert is sent to

	the industry
22	The industry can log in to the OCMMS portal and download the digitally signed authorization order and inspection report. The industry can monitor the status of application at any time through the portal.

### 3. Category of Industry: Red Small, Orange Large, Orange Medium

1	The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/AE for verification.
2	AEE/AE forwards application to DEE after verification.
3	If any discrepancy is noted in the observation DEE will return application to Industry for rectification.
4	The industry will respond to observations raised by the DEE through the OCMMS portal.
5	DEE forwards application to AEE/AE for verification. If any discrepancy is present, step (3) to (5) follows
6	AEE/AE forwards application to DEE for inspection of industry
7	The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ sms notification with date of scheduled inspection.
8	After conducting inspection, the AEE/AE will prepare an inspection report and forward it to DEE. The inspection report is to be uploaded within 48 hours of conducting inspection
9	DEE forwards application to JCEE (M) and JCEE (M) forwards the application to EE(M)/AEE(M) for verification
10	EE(M)/AEE(M) forwards the application to JCEE(M) after verification with observations.
11	If any discrepancy is observed, application is returned to industry by JCEE(M).
12	The industry will respond to observations raised by the JCEE(M) through the OCMMS portal
13	The response is received by the DEE who forwards the application to AEE/AE for verification
14	After verification AEE/AE forwards the application to DEE.
15	DEE will forward the application to JCEE(M).
16	JCEE(M) forwards application to EE(M)/AEE(M) for verification.

17	EE(M)/AEE(M) after verification will send the application to JCEE(M) with note for approval
18	After approval, the JCEE(M) sends application to EE(M)/AEE(M) for preparation of authorisation order
19	EE(M)/AEE(M) after preparation of authorization order sends application to JCEE(M) for approval.
20	JCEE(M) approves authorization order & closes the application. The digitally signed copy of authorisation order is sent to industry online. An email/SMS alert is sent to the industry
21	The industry can log in to the OCMMS portal and download the digitally signed authorization order and inspection report. The industry can monitor the status of application at any time through the portal.

#### **4. Category of Industry: Orange Small, All green categories**

1	The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/AE for verification.
2	AEE/AE forwards application to DEE after verification.
3	If any discrepancy is noted in the observation DEE will return application to Industry for rectification.
4	The industry will respond to observations raised by the DEE through the OCMMS portal.
5	DEE forwards application to AEE/AE for verification. If any discrepancy is present, step (3) to (5) follows
6	AEE/AE forwards application to DEE for inspection of industry
7	The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ sms notification with date of scheduled inspection
8	After conducting inspection, the AEE/AE will prepare an inspection report and forward it to DEE. The inspection report is to be uploaded within 48 hours of conducting inspection.
9	The DEE will directly approve the application and application sent to AEE/AE for preparation of authorization order
10	AEE/AE prepares authorization order and send it to DEE for approval
11	DEE approves authorization order and closes the application. The digitally signed

	copy of Authorisation is sent to industry online. An email/SMS alert is sent to the industry
12	The industry can log in to the OCMMS portal and download the digitally signed SWM and inspection report. The industry can monitor the status of application at any time through the portal.

## **Annexure I**

<b>Solid Waste Authorisation under Solid Waste Management Rules, 2016</b>	
<b>Sl.No</b>	<b>Item</b>
1	Covering Letter
2	Copy of CTE/CTO issued by TNPCB
3	Copy of Site Clearance (local body) document.
4	Copy of Agreement between municipal authority and operating Agency document.
5	Investment on the project and expected return attachment
6	Details on Solid Waste processing /Recycling/Treatment/disposal facility attachment.
7	Proof of Environmental Clearance attachment (if applicable)
8	Methodology for disposal attachment (if applicable)
9	Details of existing site under operation attachment (if applicable)
10	Methodology and operational details of landfilling attachment (if applicable)